

**Electronic Case Files (ECF) Training Agenda
U.S. Court of International Trade**

<u>Topic</u>	<u>Length of Time</u>
Introduction	10 minutes
Converting/Scanning Documents to PDF & Review of CM/ECF System Options	25 minutes
Filing Events	30 minutes
<ul style="list-style-type: none">▶ Consent Motion for Extension of Time▶ Motion to Intervene & Related Filings	
BREAK	10 minutes
Filing Events (continued)	25 minutes
<ul style="list-style-type: none">▶ Motion for Judgment Upon Agency Record 56.1▶ Response to Dispositive Motion for Judgment Upon Agency Record 56.1	
Troubleshooting & Forms	15 minutes
Case Management Options	35 minutes
<ul style="list-style-type: none">▶ Query Options▶ Report Options▶ Utilities Options	
Total Time 2 hours 30 minutes	

Electronic Case Files (ECF) Implementation Schedule

January 1, 2005 - E-filing is mandatory in **all cases** unless a judge orders otherwise.